

Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130139-0

PREPARE IN DUPLICATE

DDS/OL/PD - 1

1. TITLE OF REPORT (if a fill-in report include Form No.)
Statistical Report

3. FUNCTIONAL AREA	X	PERSONNEL	TRAINING	ADMIN. GENERAL OTHER (specify)	X	STATISTICAL
		LOGISTICS	SECURITY			NARRATIVE
		MEDICAL	FINANCE			MACHINE-NAME LISTING

4. NO. OF COPIES PREPARED

Original and 1

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not number of copies)
1 - C/PD 1 - PD File7. FORMAT (memorandum, form computer print-out, etc)
Typed Format

8. ADP PROCESSING

YES	IF YES GIVE ADP PROCESSING NO.
X	NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

PD Memorandum No. 71-1

10. PREPARING COMPONENT (include lowest level contributing information to report)

Sections prepare feeder reports, which are consolidated by the Office of the Chief, Procurement Division.

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

six - see descriptions attached

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
			41				192		SEE ATTACHED 5,726.64

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This is a statistical summary by Sections and comparatively by fiscal year of all procurement actions taken in the Division. (The Contract Activity Report includes only open market actions over \$2,500.). The information is accumulated by months and used for many purposes: briefing, special reports, Budget Program Calls, management workload review and historical.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT			ESTIMATED SAVINGS	
X	RETAIN AS IS	OTHER (explain)	MAN-HOURS	DOLLARS
	CHANGE			
	DISCONTINUE			

15. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

9-22-70 Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130139-0